

RESETTING THE FDW PASSWORD

- When you have problems getting into Financial Data Warehouse web site or running a Brio Report, the instructions are as follows:
- First run through the following set of instructions starting at step 1. Your password expires every month and you can't update the FDW password without doing these steps.
- If your expired password can't be reset then call ATAC at 1-877-944-8457.
- If your password is reset by ATAC, you must go in and change your password that same day or it will have to be reset again.

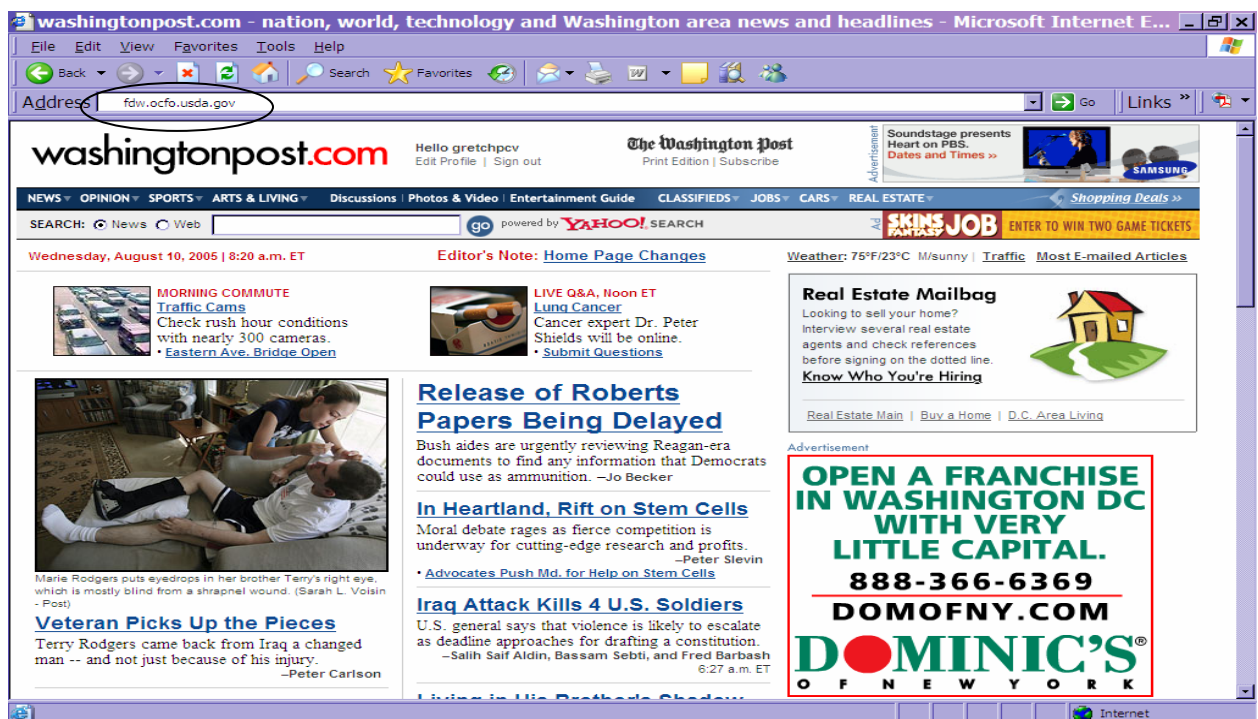
Note: Remember that you will have to reset your password every month. The FDW will only tell you that your password is invalid when running a report. It will not prompt you prior to your password expiration.

Step 1:



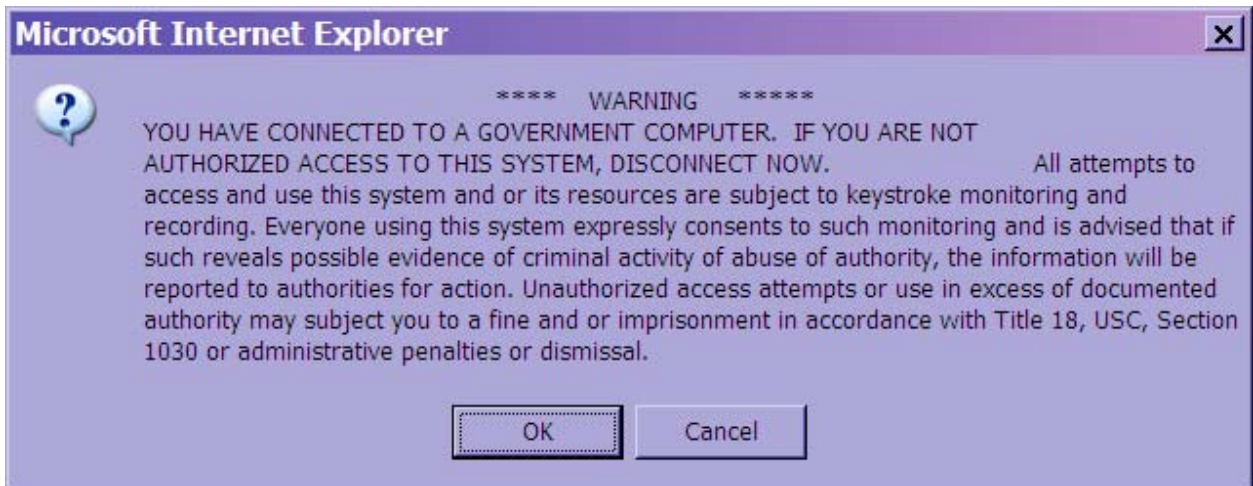
1. <Click> on Internet Explorer.

Step 2:



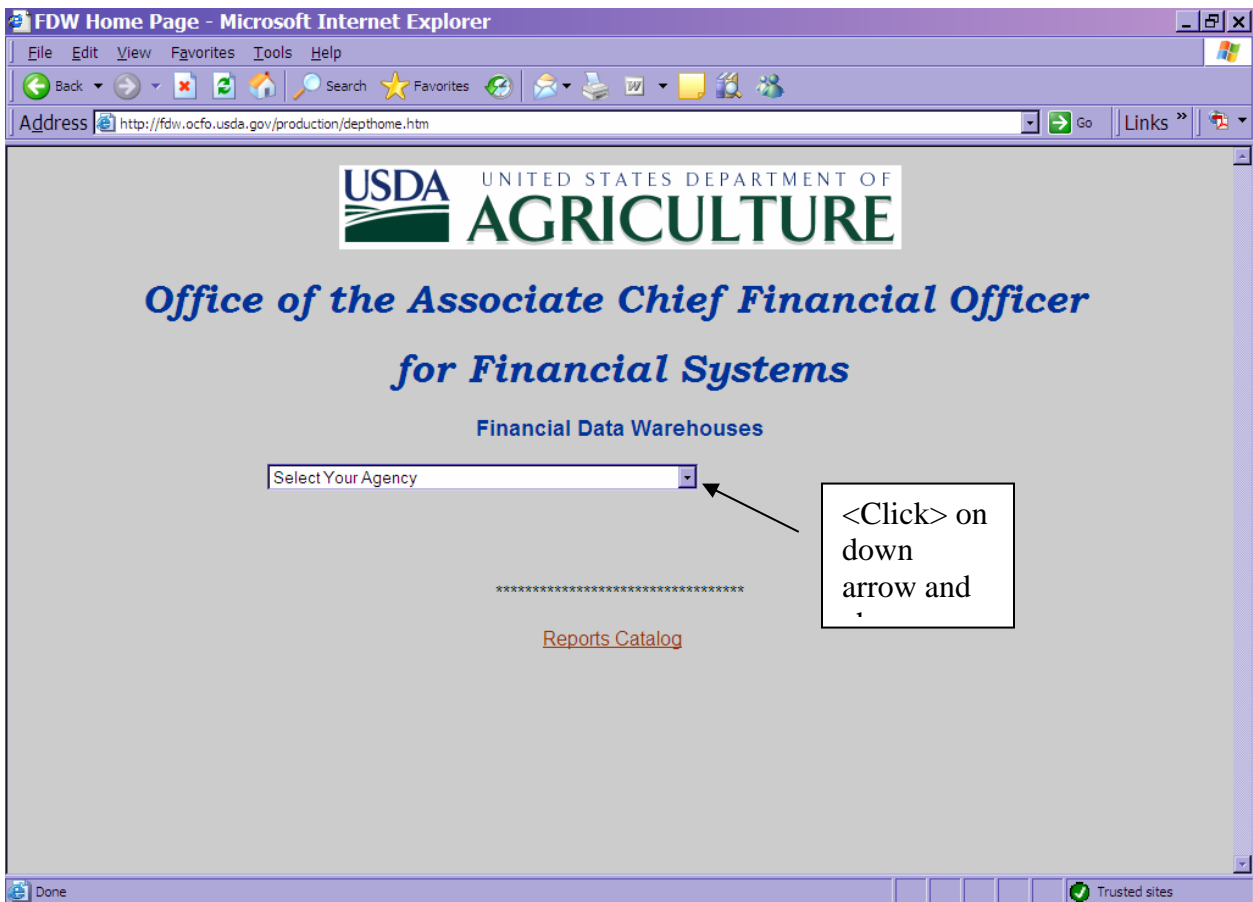
2. <Type> in the location of the Financial Data Warehouse Web site in the location bar, the address is <http://fdw.ocfo.usda.gov>. Press <enter>.

Step 3:



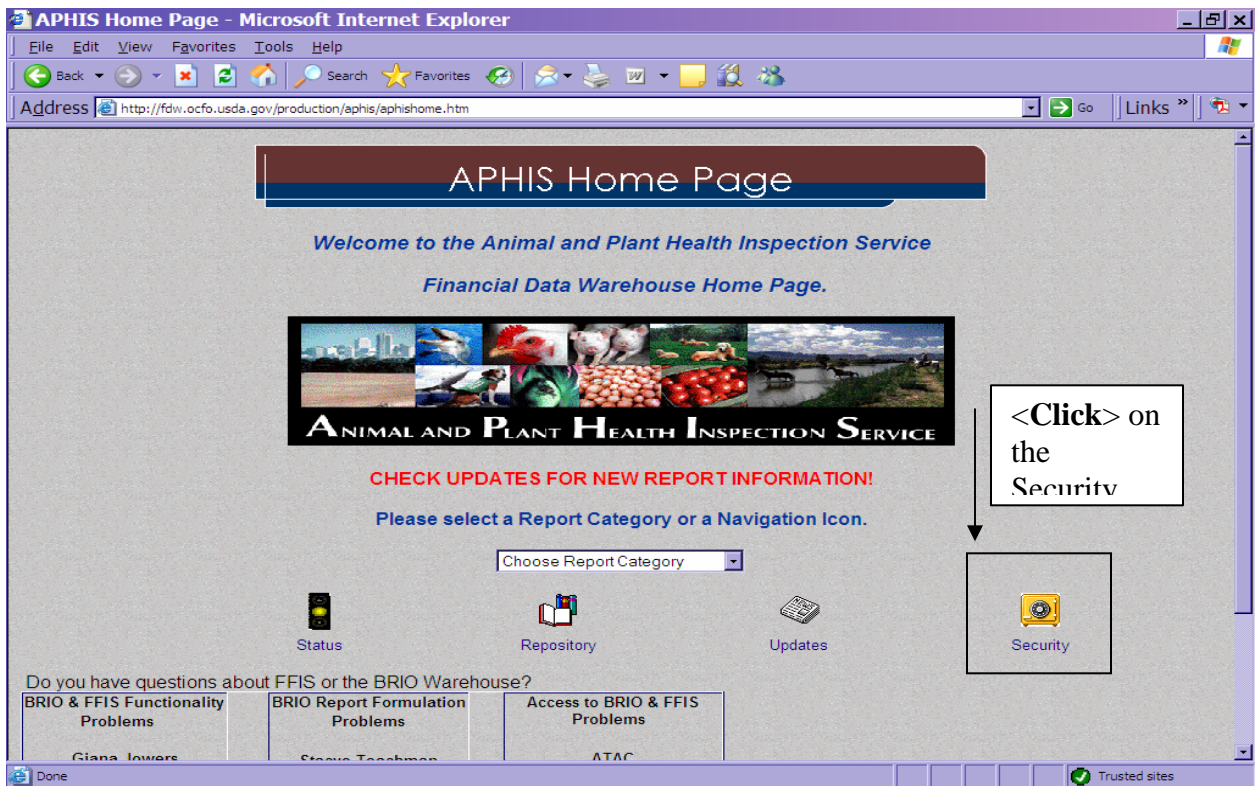
3. <Click> OK on the Warning message.

Step 4:



4. <Select> by clicking on the drop down arrow, Animal & Plant Health Inspection Services from the USDA pull down menu.

Step 5:



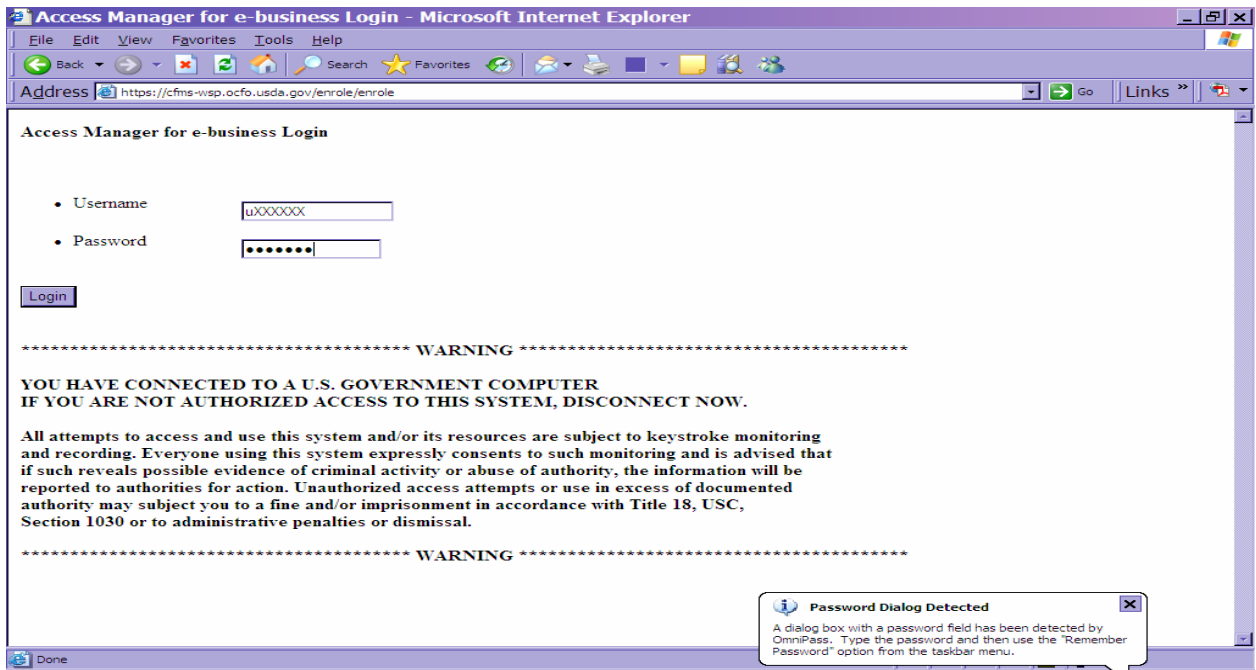
5. You are now at the APHIS Financial Data Warehouse Home Page. **<Click>** on the **Security** icon in the lower right hand corner of your screen.

Step 6:



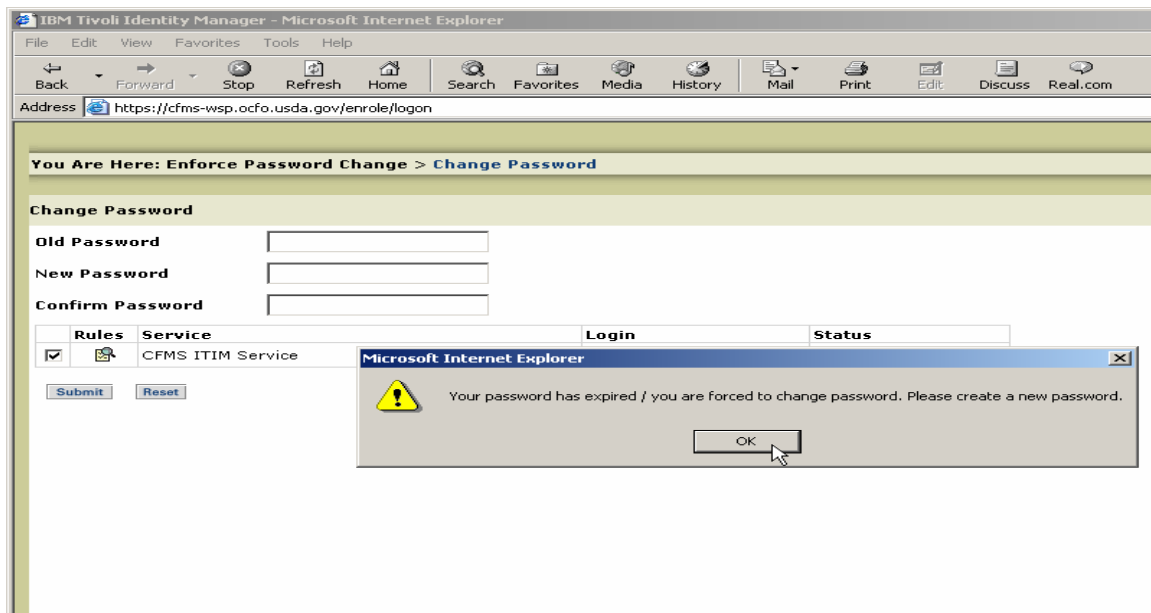
6. A digital certificate dialog box will be displayed. **<Click>** on the **Yes** Button.

Step 7:



7. <Type> your **User ID** and the temporary **password** ATAC gave you, or if you are resetting your ID use your old password. In the new system passwords are case sensitive when you log into the Financial Data Warehouse (FDW). <Click> on **Login** once you have typed in your User ID and password.

Step 8:



8. The initial password given to you for access is set to expire. A dialog box with the expiration message is displayed. <Click> on the **OK** Button. If your password has not expired, you will not see this message.

Step 9a:

You Are Here: Enforce Password Change > [Change Password](#)

Change Password

Old Password

New Password

Confirm Password

Rules	Service	Login	Status
<input checked="" type="checkbox"/>	CFMS ITIM Service	pjboz02	Active

9a. This is the enforced password screen. This screen will only be shown if you have to change your password due to expiration or resetting of password. On this screen you have to re-type in your old password. <Type> your **new** 8 digit password where it says “**New Password**”. It must be 8 characters. Remember to confirm your **New Password**.

We suggest that you choose a password that matches your FFIS logon password and one that contains 1 or 2 numbers. <Click> the **Submit** key.

Step 9b:

IBM Tivoli Identity Manager - Microsoft Internet Explorer

Address: https://cfms-wisp.ocfo.usda.gov/enrole/enrole/change_password

Tivoli Identity Manager Version 4.5

USDA United States Department of Agriculture

HOME REPORT HELP

User ID: ug

You Are Here: Home > Manage Password

Change | Create Password

New Password

Confirm Password

Create Password ☐

Effective Date: 8 10 2005 13:00 ☒ Schedule Immediately

Rules	Service	Login	Status
SV_TAM_USDA		ugste02	Active
SV_TAMGSO_USDA		ugste02	Active
SV_AIX_edwc1_gwcc_USDA		ugste02	Active
SV_AIX_edwd1_gwcc_USDA		ugste02	Active
SV_AIX_edwc1_prod_USDA		ugste02	Active
CFMS ITIM Service		ugste02	Active

Submit Reset

View Combined Password Rules

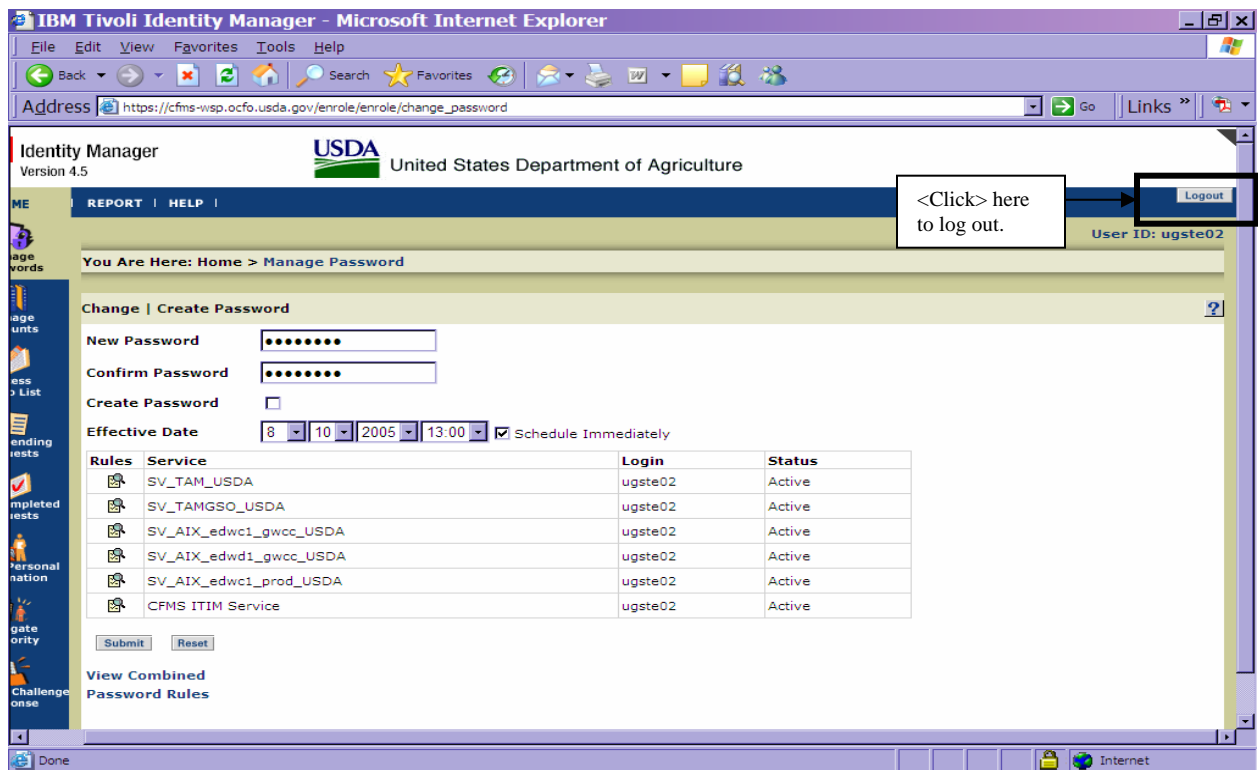
9b. If you are changing your password before it expires then you will see this screen. <Type> your **new** 8 digit password where it says **New Password**. It must be 8 characters. Remember to confirm your **New Password**.

We suggest that you choose a password that matches your FFIS logon password and one that contains 1 or 2 numbers. <Click> the **Submit** key.

Remember: Case matters on both of these screens. If you have upper and lower cased letters, you will also have to use them to process a report.

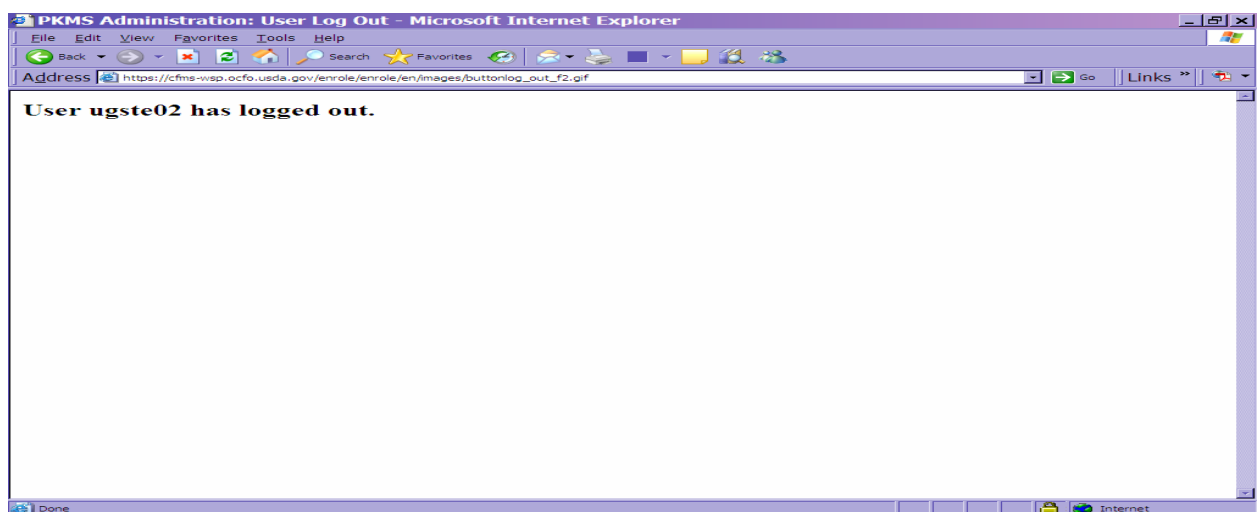
Never Check mark the Create Password. This option does not work.

Step 10:



10. <Click> on the **Logout** button to complete your password changes. The logout button is in the upper right hand corner of the screen. If not visible, scroll to the right of the screen.

Step 11:



11. You have completed the change of your password and are logged out once you receive this screen.

- <Click> the **BACK** button until you reach your agency home page. You can then proceed to your report selections in the Financial Data Warehouse (FDW).